

<b>STATE OF MICHIGAN</b> <b>JUDICIAL CIRCUIT</b> <b>COUNTY</b>	<b>JURISDICTIONAL CHECKLIST</b> <b>FOR COURT OF APPEALS</b>	<b>CASE NO.</b> Trial Court/Tribunal: Court of Appeals:
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Plaintiff name <input type="checkbox"/> Appellant	v	Defendant name <input type="checkbox"/> Appellant
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INSTRUCTIONS: This checklist must be completed and filed with your claim of appeal.

**Required Documents** (All items 1. through 6. must be filed. Check each box as you confirm each document and appropriate filing fee(s) are being filed.)

- ☐ 1. The claim of appeal, with original signature and correct lower court number. [MCR 7.204(B)(1)]
- ☐ 2. A filing fee of \$250.00. [MCR 7.204(B)(2)] (Where multiple lower court or tribunal numbers are involved, Court policy will dictate whether a multiple fee is required. Appellants will be advised of any insufficiency in the filing fee.)
- ☐ 3. A copy of the order you are appealing (the order deciding the merits and not an order denying rehearing or reconsideration). [MCR 7.204(C)(1)]
- ☐ 4. Evidence that the necessary transcript has been ordered (check only one box from a. through e. below). [MCR 7.204(C)(2)]
- ☐ a. The complete transcript has been ordered. [MCR 7.210(B)(1)(a)]
- ☐ b. This appeal is from a probate court proceeding which does not require a complete transcript. [MCR 7.210(B)(1)(b)]
- ☐ c. A motion has been filed in the lower court or tribunal for submission of the appeal on less than the complete transcript. [MCR 7.210(B)(1)(c)]
- ☐ d. The parties have stipulated to submission of the appeal on less than the complete transcript. [MCR 7.210(B)(1)(d)]
- ☐ e. The parties have stipulated to a statement of fact. [MCR 7.210(B)(1)(e)]
- ☐ 5. Proof of service demonstrating that all other parties have been served. Even if a party is not an appellee, they must be served. [MCR 7.204(C)(3)]
- ☐ 6. Docket or calendar entries from the lower court or tribunal. [MCR 7.204(C)(5)]

**Finality of Order Being Appealed** (Check the box that demonstrates your claim of appeal is by right. If none apply, you do not have an appeal by right.)

- ☐ The claim of appeal is from a final order which, alone or with other orders already entered, disposes of all claims as to all parties.
- ☐ The claim of appeal is from a post-judgment order which by law is designated as a final order. The statute, court rule, or case law establishing appeal by right as to this order is: (citation to MCR 7.203 alone is insufficient)
- \_\_\_\_\_.
- ☐ The claim of appeal is from an order which is designated by statute, court rule or case law as an order appealable by right to the Court of Appeals. The statute, court rule, or case law establishing appeal by right as to this order is:
- \_\_\_\_\_.

\_\_\_\_\_  
Date filed

\_\_\_\_\_  
Preparer's name (type or print)

\_\_\_\_\_  
Telephone no.